

State of Vermont HCM Action Reason Codes (Revised September, 2009)				
Action	Action Code	Reason Code	Description of Codes with Examples of Use & Outcome of Record	Standard Effective Date Used to Process Record
Award Mnt	AWD	BON	Lump Sum Merit Bonus (monetary award processed through payroll based on turnaround report)	First day (Sunday) of pay period
Award Mnt	AWD	TOA	Time Off Incentive Award (comp time award processed based on turnaround report)	First day (Sunday) of pay period
Compl Prob	PRC	ORG	Completion of Original Probation (personal leave moves from pending to available balance based on turnaround report)	First day (Sunday) of pay period or actual date if within current deadline cycle
Compl Prob	PRC	PPR	End Prescriptive Period of Remediation	First day (Sunday) of pay period or actual date if within current deadline cycle
Compl Prob	PRC	WRN	Completion of Warning	First day (Sunday) of pay period or actual date if within current deadline cycle
Data Chg	DTA	ALT	Alternate Work Schedule (usually requires DHR/Labor Relations review and approval - results in update to daily hour limit, overtime category & sometimes work schedule) No update to position required.	First day (Sunday) of pay period
Data Chg	DTA	CPN	Correction -- Position Number	First day (Sunday) of pay period
Data Chg	DTA	CPR	Correction -- Pay Rate (correction promotion rate, etc.) (also used to bring retroactive Notice-of-Action pay forward - entered by DHR)	First day (Sunday) of pay period, date of hire/rehire or effective sequence 1, 2, etc with retro processing
Data Chg	DTA	CPT	Correction -- Position Type (usually requires DHR/Classification review and approval)	First day (Sunday) of pay period or date of hire/rehire
Data Chg	DTA	EDA	Employee Default Accounting (updates to Program/Fund codes)	First day (Sunday) of pay period or date of hire/rehire
Data Chg	DTA	PSC	Correction -- Prior Service Credit (adjusts service date - calculated by DHR)	Processed by DHR
Data Chg	DTA	SPG	Step or Next Step Date (usually used to correct data processed in error in a previous record - promotion, demotion, etc.)	First day (Sunday) of pay period
Demotion	DEM	INT	Return from Interim Promotion for Current Employee (remember to check for missed step dates that may have occurred in the lower pay grade during the interim promotion)	First day (Sunday) of pay period
Demotion	DEM	INV	Involuntary Demotion with Mandatory Salary Decrease	First day (Sunday) of pay period
Demotion	DEM	PRB	Demotion within Original Probationary Period	First day (Sunday) of pay period
Demotion	DEM	RIF	Mandatory Hire During the 30 Day RIF Notice Period (document any working test period and/or 2-year restoration in comment)	Usually first day (Sunday) of pay period
Demotion	DEM	VOL	Voluntary Demotion (document 2-year restoration in comment)	First day (Sunday) of pay period
Hire	HIR	NEW	New Appointment	Actual date of occurrence

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Hire	HIR	NPS	New Position (used when assigning an additional job record to an employee already active in another position)	Actual date of occurrence
Paid LOA	PLA	ADM	Paid Administrative Leave (requires DHR/Labor Relations approval)	Actual date of occurrence
Paid LOA	PLA	EDU	Paid Educational Leave (requires DHR/Labor Relations approval)	Actual date of occurrence
Paid LOA	PLA	ERD	Paid Extend Relief from Duty (requires DHR/Labor Relations approval - extensions defined by business days) (requires an RFL record effective dated with the same date as the ERD/Extension - Extension record become effective sequence 1)	Actual date of occurrence
Paid LOA	PLA	FLR	Paid Family Leave, Reduced Work Schedule (working some 01 work hours, possibly using leave accruals and/or off payroll)	Actual date of occurrence
Paid LOA	PLA	FML	Paid Family and Medical Leave Act (no 01 work hours coded)	Actual date of occurrence
Paid LOA	PLA	MIL	Paid Military Leave (paid days per federal fiscal year (Oct 1 - Sept 30) as defined in the various Agreements)	Actual date of occurrence
Paid LOA	PLA	TMP	Paid Temporary Relief for Discipline and Investigations (for up to 30 workdays in comment)	Actual date of occurrence
Paid LOA	PLA	WCA	Paid Workers' Compensation/Assault	Actual date of occurrence
Paid LOA	PLA	WCP	Paid Workers' Compensation/Not Assault	Actual date of occurrence
Pay Rt Chg	PAY	COL	Cost-of Living Adjustment	Processed by DHR
Pay Rt Chg	PAY	DEC	Decrease (usually used for exempt employees these action do not include a title change. Also used for temporary employees these actions do not include a position number change)	First day (Sunday) of pay period
Pay Rt Chg	PAY	HAP	Higher Assignment Pay	First day (Sunday) of pay period
Pay Rt Chg	PAY	HIR	Adjustment of Hiring Rate (correction to hiring)	Date of Hire
Pay Rt Chg	PAY	INC	Increase (usually requires DHR/Admin Services review and approval for exempt employees. These actions do not include a title change). (Also used for temporary employees these actions do not include a position number change)	First day (Sunday) of pay period
Pay Rt Chg	PAY	LMP	Lump Sum Payment (used during ABI/COLA processing to compensate lump sum compensation for those over the max of their pay grade or those over max but returning to the salary grid)	Processed by DHR
Pay Rt Chg	PAY	MER	Merit Step or Hourly Rate Increase (no change to next step date)	First day (Sunday) of pay period
Pay Rt Chg	PAY	OTH	Other (usually used to deduct \$ for jury duty OR to credit/deduct leave processed through Benefits/Payroll based on turnaround report)	First day (Sunday) of pay period
Pay Rt Chg	PAY	PRO	Promotion (usually requires DHR/Admin Services review and approval for exempt employees, these actions include a title change). Update position first	First day (Sunday) of pay period
Pay Rt Chg	PAY	REC	Job Reclassification (used to reallocate classified job classes these actions include a pay rate change) Most commonly used for Temporary Reallocations. Update position first	First day (Sunday) of pay period

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Pay Rt Chg	PAY	SPG	Step Progression (usually used when an extended original probationary period is successfully completed before the date of extension)	First day (Sunday) of pay period
Posn Chg	POS	JRC	Job Re-Classification (used to reallocate classified job classes these actions do not include a pay rate change) Update position first	First day (Sunday) of pay period
Posn Chg	POS	STA	Position Status Change -- use to Change Work Schedule (Example: 121 to 699)	First day (Sunday) of pay period
Posn Chg	POS	TTL	Title Change (usually used by DHR to update classified job class titles due to a review by DHR/Classification) Update position first	First day (Sunday) of pay period
Posn Chg	POS	UPD	Position Data Update (usually used to update data such as pay group. Overtime category or daily hour limit that are not part of an alternate work schedule change. Also used to end interim status - remove Y and end date for Job Fields VT page)	First day (Sunday) of pay period
Posn Chg	POS	XFR	Transfer -- Changing Work Location (Change Department ID) Update position first.	First day (Sunday) of pay period
Probation	PRB	EXT	Probation Extension (requires DHR/Labor Relations approval - change probation end date AND next step date)	Actual date of occurrence
Probation	PRB	PPR	Prescriptive Period of Remediation	Actual date of occurrence
Probation	PRB	PRB	Place On Original Probation (manually enter end of probation date on Job Fields VT page)	Actual date of occurrence
Probation	PRB	TXT	Extension of RIF Test Period (manually enter extension date on Job Fields VT page)	Actual date of occurrence
Probation	PRB	WRN	Place on Warning (manually enter end date on Job Fields VT page)	Actual date of occurrence
Promotion	PRO	COM	Competitive Promotion (requires job req in eRecruit - process Transfer/INT to FIRST to close req - promotion record becomes effective sequence 1)	First day (Sunday) of pay period
Promotion	PRO	INT	Promotion -- Interim Appointment for Current Employee (add interim end date on Job Fields VT page)	First day (Sunday) of pay period
Promotion	PRO	NCP	Promotion -- Decentralized Reallocation (requires DHR/Classification review and approval) Update position first.	First day (Sunday) of pay period
Promotion	PRO	NON	Non-Competitive Promotion	First day (Sunday) of pay period
Promotion	PRO	PRB	Within Probationary Period (extend original probation AND next step date - do not change Service Date)	First day (Sunday) of pay period
Promotion	PRO	RES	Advance During Restoration Per (see HCM Salary Change Transactions document for assistance with reviewing and calculating new rate of pay)	First day (Sunday) of pay period
Recall	REC	REC	Recall from Suspension/Layoff	Actual date of occurrence
Rehire	REH	REH	Rehire -- New Appointment (change service date and add a benefits row - both with date of rehire)	Actual date of occurrence
Rehire	REH	REM	Reemployed with RIF Rights (will serve 90-day working test period - add to comment)	Actual date of occurrence

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Rehire	REH	RES	Restoration to Classified Service	Actual date of occurrence
Rehire	REH	RIN	Reinstated	Actual date of occurrence
Retirement	RET	ERT	Early Retirement	Actual date of occurrence + 1 day
Retirement	RET	PTD	Partial/Total Disability Retirement	Actual date of occurrence + 1 day
Retirement	RET	RMT	Normal Retirement	Actual date of occurrence + 1 day
Return-LOA	RFL	RFL	Return From Leave	Actual date of occurrence
RIF	RIF	BMP	Bumped by RIFee	Actual date of occurrence + 1 day
RIF	RIF	LOF	RIF Lack of Funds / Work	Actual date of occurrence + 1 day
RIF	RIF	OTH	Other RIF -- Geographic, Hardship	Actual date of occurrence + 1 day
RIF	RIF	PTD	RIF Partial/Total Disability	Actual date of occurrence + 1 day
RIF	RIF	WTP	RIF During Working 90 Day Test Period	Actual date of occurrence + 1 day
StdHrsChng	SHR	SHR	Standard Hours Change (part-time/full-time schedule changes) Update position first	Actual date of occurrence
Suspension	SUS	DAC	Disciplinary Action (used interchangeably with SUS)	Actual date of occurrence
Suspension	SUS	SUS	Suspended (used interchangeably with DAC)	Actual date of occurrence
Termination	TER	APT	Exempt Appointment Ends	Actual date of occurrence + 1 day
Termination	TER	CON	Misconduct -- Dismissed	Actual date of occurrence + 1 day
Termination	TER	DEA	Death	Actual date of occurrence + 1 day
Termination	TER	DSC	Discharge	Actual date of occurrence + 1 day
Termination	TER	ELI	Elimination of Position	Actual date of occurrence + 1 day
Termination	TER	EPP	Termination During Original Probation	Actual date of occurrence + 1 day
Termination	TER	GMI	Gross Misconduct	Actual date of occurrence + 1 day
Termination	TER	HEA	Health Reasons	Actual date of occurrence + 1 day
Termination	TER	JOB	Job Abandonment	Actual date of occurrence + 1 day
Termination	TER	PTD	Partial/Total Disability	Actual date of occurrence + 1 day
Termination	TER	RED	Staff Reduction	Actual date of occurrence + 1 day
Termination	TER	REL	Relocation	Actual date of occurrence + 1 day

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Termination	TER	RES	Resignation	Actual date of occurrence + 1 day
Termination	TER	RET	Return to School	Actual date of occurrence + 1 day
Termination	TER	TMP	End Temporary Employment	Actual date of occurrence + 1 day
Termination	TER	VIO	Violation of Rules	Actual date of occurrence + 1 day
Transfer	XFR	CLS	To Classified Service (requires job req in eRecruit - process Transfer/INT to FIRST to close req - Transfer record becomes effective sequence 1 followed by Original Probation as sequence 2 record - enter the probation end date on the Job Fields page)	First day (Sunday) of pay period
Transfer	XFR	EQL	Transfer-equal wages or PG	First day (Sunday) of pay period
Transfer	XFR	EXL	To Exempt -- on Leave from Classified Service (requires a leave-of-absence request from the employee addressed to the Commissioner of Human Resources)	First day (Sunday) of pay period
Transfer	XFR	EXP	To Exempt -- not on Leave from Classified Service	First day (Sunday) of pay period
Transfer	XFR	INT	Internal Recruitment (used to close job requisition in eRecruit - followed by sequence 1 record: Examples, promotion, demotion, transfer record)	First day (Sunday) of pay period
Transfer	XFR	LOW	Transfer - Lower wages (usually used for temporary employees. These actions always include a position number change)	First day (Sunday) of pay period
Transfer	XFR	PRB	Within Probationary Period (no change in supervision results in no new probation end date - change in supervision results in an extension to original probation AND next step dates)	First day (Sunday) of pay period
Transfer	XFR	PRO	Promotion - Higher Wages (usually used to promote exempt & temporary employees. These actions always include a position number change)	First day (Sunday) of pay period
Transfer	XFR	RIF	Mandatory Hire (Equal pay grade. Reemployment offer to a vacant position without break in service results in a working test period. Displacement of another employee does not result in working test period)	Usually first day (Sunday) of pay period
Transfer	XFR	ROR	Reorganization	First day (Sunday) of pay period
Unpaid LOA	LOA	ADM	Unpaid Administrative Leave (requires DHR/Labor Relations approval)	Actual date of occurrence
Unpaid LOA	LOA	EDU	Unpaid Educational Leave (requires DHR/Labor Relations approval)	Actual date of occurrence
Unpaid LOA	LOA	FML	Unpaid Family and Medical Leave Act	Actual date of occurrence
Unpaid LOA	LOA	HEA	Unpaid Leave for Health Reasons	Actual date of occurrence
Unpaid LOA	LOA	MIL	Unpaid Military Leave (MUST exhaust paid federal fiscal year (Oct 1 - Sept 30) days as defined in the various Agreements before using unpaid leave)	Actual date of occurrence
Unpaid LOA	LOA	SAB	Unpaid Sabbatical (requires DHR/Labor Relations approval)	Actual date of occurrence